

Staff Learning and Development Closures for Community Pharmacies in the South West

This form is to be completed by pharmacy contractors located in the South West where they wish to notify their integrated care board (ICB) to close for learning and development. The completed form must be submitted to england.pharmacysouthwest@nhs.net at least 30 days in advance of the closure.

Please note that even if all conditions are met, the notification may be refused if a closure would cause avoidable disruption when considered alongside other local closures or service gaps.

Name of person completing form	Click or tap here to enter text.
Contact e-mail (for return of decision)	Click or tap here to enter text.
Pharmacy ODS code	Click or tap here to enter text.
Registered Pharmacy name	Click or tap here to enter text.
Date(s) of learning and development	Click or tap here to enter text.

The following conditions have been met (mark boxes to indicate yes):	
The proposed closure is at least 30 days in advance of the closure.	☐
No part of the closure is within three hours of the start of the pharmacy premises opening hours on the first week-day of opening.	☐
No part of the closure is within three hours of the end of the pharmacy premises opening hours on the last week-day of opening.	☐
No part of the closure is on a Saturday.	☐
No part of the closure is on a Sunday.	☐
Only in the case of pharmacy premises in respect of which a 100 hours condition applies or has ever applied, no part of the closure is from 5pm to 9pm on any week-day of opening.	☐

The following actions will be completed before the closure (mark boxes to indicate yes):	
Notify Primary Medical Service Providers: Inform GP practices and other providers who routinely send emergency prescriptions or directed-service referrals to your pharmacy.	☐

The following actions will be completed before the closure (mark boxes to indicate yes):

Update your opening hours on the NHS Profile Manager (DoS) and NHS.UK pharmacy profile.

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Display a Public Notice: A notice must be displayed and visible from outside the premises, where practicable (distance selling pharmacies must update their public facing website with the closure information).

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